

**Emergency Support Function #3
Public Works and Engineering**

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**Emergency Support Function #3
Public Works and Engineering**

Approval and Implementation

This document was developed by Emergency Support Function #3 in accordance with national, state, and local regulations regarding the implementation of this Emergency Support Function. This document follows the National Incident Management System and meets the coordination objectives of local emergency response organizations. By signature, the entities below accept this document as standard practice for prevention, mitigation, preparedness, response, and recovery during emergency operations.

Phillip Scott, P.E., C.M.E., Director, City of Newark Department of Engineering, ESF #3
Coordinator

Signature: _____ Date: _____

Talib Aquil, Director, City of Newark Department of Public Works, ESF #3 Alternative
Coordinator

Signature: _____ Date: _____

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Record of Changes

Changes listed below have been made to the City of Newark, New Jersey Emergency Support Function #3 since its promulgation.

#	Date	Section	Summary of Change	By (Name/Title/Organization)
1.	9/20/16	Pg. 3	Personal Changes	Juba Dowdell-Deputy Coordinator OEM
2.	9/20/16	Pg.7/8	Personal Changes/Agency Name Changes-Police/Fire	Robert Thomas-Chief of Energy/Dept. of Engineering
3.	9/20/16	Pg. 19, 21,23	Agency Name Change-Police/Fire	Robert Thomas-Chief of Energy/Dept. of Engineering
4.	9//20/16	Pg.21,25,39	New Agency-Dept. of Public Works	Robert Thomas-Chief of Energy/Dept. of Engineering
5.	9/20/16	Pg. 35, 38	Agency Name Change-Dept. of Recreation, Cultural Affairs, & Senior Citizens	Robert Thomas-Chief of Energy/Dept. of Engineering
6.	9/20/16	Pg. 40	Address change- Central High School	Juba Dowdell Deputy Coordinator OEM

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**Emergency Support Function #3
Public Works and Engineering**

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Supporting Agencies	City of Newark Department of Public Safety, Division of Emergency Management & Homeland Security City of Newark Department of Water & Sewer Utilities

The Emergency Support Function #3 Coordinator maintains contact information for all Support Agencies.

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I. Introduction

A. Purpose

The purpose of Emergency Support Function #3, Public Works and Engineering (ESF #3), is to provide emergency restoration services and available City of Newark public works and engineering resources for support of emergency response activities within the City of Newark. Operations executed by ESF #3 include, but are not necessarily limited to, the following:

- £ Monitor critical infrastructure outages and emergency restoration activities
- £ Conduct initial damage assessments, clearance of debris, and temporary construction of emergency access routes
- £ Conduct building and structural safety evaluations
- £ Facilitate and/or execute emergency restoration of public utilities and services

B. Scope

This ESF coordinates operations by the City of Newark related to public works and engineering before, during, and after an emergency. This ESF is an integral component of the *City of Newark Emergency Operations Plan* (EOP) and, as such, is intended to be implemented within the policy and operational framework of the EOP. Operations of ESF #3 are therefore intended to be fully integrated with other activated City of Newark ESFs.

During an emergency that extends beyond the City of Newark jurisdictional boundaries, it will be necessary for ESF #3 to conduct operations in an autonomous manner, working with ESF #3 Committees at the municipal, county, state, and federal levels to: identify needs and problem areas related to public works and engineering; formulate mission assignments addressing those needs or problems; and implement mission assignments. ESF #3 should also work directly with ESF #3 Committees of neighboring jurisdictions within the New Jersey Urban Area Security Initiative (UASI) Region, the New York-New Jersey-Connecticut-Pennsylvania Area Regional Catastrophic Preparedness Grant Program (RCPGP), or within the framework of other memoranda of understanding (MOU), memoranda of agreement (MOA), or charter agreements, in the event of large-scale or catastrophic emergencies.

II. Policies

The policies that govern the operations of this ESF, as well as the prioritization of mission assignments and resource allocation whenever necessary, are the following, in order of priority:

- € Conduct or assist in operations necessary to reduce the imminent threat of danger, or support other operations directly intended to prevent or minimize injury or illness to the impacted population
- € Support emergency response operations being conducted by other City of Newark ESFs, or by neighboring jurisdictions, when necessary
- € Gather situational awareness information in support of emergency response operations
- € Support recovery operations being conducted by the City of Newark
- € Support emergency preparedness activities being conducted by the City of Newark

III. Situation and Assumptions

A. Situation

The activation of this ESF is predicated by an emergency of such severity and magnitude that it requires the resources and capabilities of ESF #3. Identification of the various hazards the City of Newark faces and the likely consequences for emergency operations can be found in the Hazard Assessment, Appendix BPA-1 of the EOP.

For example, Appendix BPA-1 indicates that there are several emergency situations that could directly damage critical infrastructure and essential facilities within the City of Newark. Earthquakes, hurricanes, explosive attacks, and other hazards can all require significant involvement from ESF#3 and overwhelm local capabilities.

Three values, i.e., relative risk, consequence category, and level of ESF involvement are shown in the following excerpt from Appendix BPA-1. These three values, taken in combination, provide a means of identifying hazards which may be of greatest concern. For example, a hazard with high consequences and a high level of ESF involvement is most likely to overwhelm local resources. If the relative risk for such a hazard is also high, then it ought to be a priority for planning purposes.

The relative risk is a function of probability, impacts, and advance warning. Details of how these values were developed are indicated in BPA-1.

The consequences of each hazard were categorized as follows:

1. Most severe impacts to property and infrastructure, i.e., services are disrupted and/or structures are damaged, but there are little or no injuries or casualties; a major power outage is an example of this type of catastrophic event.
2. Most severe impacts to people. Low impacts to property and infrastructure, i.e., people and/or animals are affected, but there is little impact on structures or infrastructure; for example, an epidemic affecting a large proportion of the population
3. High impacts to people, property, and infrastructure, people, animals, structures and infrastructure are potentially impacted; widespread flooding over the NJ UASI Region is a relevant example

In addition to this categorization, each hazard was assigned a value regarding the anticipated level of involvement for each ESF. These are as follows:

1. ESF will have limited or no involvement
2. ESF will be main and/or sole focus of response and recovery efforts
3. Coordinated effort will be required between multiple ESFs

B. Planning Assumptions

Implementation of this ESF is based on the following general planning assumptions:

- € ESF #3 is intended to be fully consistent with the Essex County ESF #3, New Jersey ESF #3, and ESF #3 of the Department of Homeland Security National Response Framework to facilitate efficient coordination of operations, sharing of resources, and timely completion of mission assignments
- € Personnel and resources of the primary and supporting agencies will be available on a timely basis for utilization in emergency response activities. As needed, the primary and support agencies will implement their Continuity of Operations/Continuity of Government Plans and/or take other such actions to ensure the availability of personnel and resources.
- € Facilities and systems necessary for implementation of this ESF will not be damaged, or, if damaged, will be operating out of an alternate facility until the primary facility is restored to service

IV. Concept of Operations

A. General

This ESF is responsible for meeting the Public Works and Engineering-related needs of the City of Newark emergency response operations to provide damage assessments, control of critical infrastructure, and ensure the safety of building structures. This ESF is activated upon the request of the City of Newark Emergency Operations Center (CNEOC) or Incident Commander (IC) and functions under the supervision and coordination of the City of Newark Department of Engineering and the designated ESF #3 Coordinator. The designated support agencies provide assistance and resources to the City of Newark Department of Engineering upon request.

The ESF #3 Coordinator shall implement mission assignments based on requests from other City of Newark ESFs, field Command Staff, and designated Operations and Logistics Section Liaisons of the Incident Command System (ICS) in the CNEOC funneled through the CNEOC Manager, in accordance with the incident action plan approved by the IC and Policy Group.

In addition to coordination with ESF #3 designated support, ESF #3 shall interact regularly with other ESFs within the City of Newark. Although interactions with other ESFs shall be scenario based, ESF #3 is most likely to have regular interactions with

- € ESF #1: Transportation regarding restoration of transportation routes for response, recovery, and evacuation efforts
- € ESF #5: Emergency Management regarding damage assessment and priorities for restoration of infrastructure and buildings
- € ESF #14: Long-term community recovery regarding repairs and restoration to substantially damaged infrastructure and buildings

City of Newark resources available to implement mission assignments of ESF #3 are identified and catalogued in the New Jersey Resource Directory Database (RDDDB). See Appendix 3.1, Resource Directory Database (RDDDB). The primary and support agencies shall access the RDDDB through the MyNewJersey portal site.

MOUs, MOAs, and mutual aid agreements (MAAs) with other jurisdictions are also included as an attachment. See Appendix 3.2, Mutual Aid Agreements.

B. Notification and Mobilization

The IC shall be responsible for notifying the City of Newark Department of Engineering of the need to activate ESF #3, and informing the City of Newark Department of Engineering on a timeline for activation. The City of Newark Department of Engineering shall notify their agency staff assigned to the ESF and request their deployment to the CNEOC and other pre-designated locations. See Appendix 3.3, Recall/Duty Roster and Appendix 3.4, Pre-Designated Locations, Meeting Points, and Points of Distribution. In addition, the ESF #3 Coordinator shall notify the support agencies of the ESF activation and, as required by the emergency, request mobilization and deployment of personnel and/or resources to pre-assigned locations, or to remain on standby for mobilization and deployment.

Mobilization of personnel by the City of Newark Department of Engineering shall include, at a minimum, assignment of at least one individual to the CNEOC to staff the ESF #3 position. Depending on the level of activation of the CNEOC and the size of the emergency response operation, this individual should also serve as the representative for other ESFs for which the department is a primary or supporting agency.

Detailed emergency response and CNEOC notification and mobilization procedures can be found in *Section II.C.3, Notifications of the EOP Base Plan*.

Private resource providers shall be contacted and advised of the activation of ESF #3 by the ESF #3 Coordinator and requested to mobilize or remain on standby, as required by the emergency.

C. Actions

This section describes the emergency management actions that will be required of ESF #3 to prevent, mitigate against, prepare for, respond to, and recover from the loss of life or property during emergencies.

1. Prevention

The following general prevention actions shall be taken in anticipation of the activation of ESF #3:

- € Work with ESF #3 and other intelligence agencies to evaluate and determine the need for heightened inspections, improved surveillance, and security operations of public works facilities and infrastructure

2. Mitigation

The City of Newark identifies opportunities for, and undertakes, mitigation actions on an ongoing basis as part of the *All-Hazard Mitigation Plan for Essex County, New Jersey*. See Base Plan, Section IX.B.3.A for information regarding the *All-Hazard Mitigation Plan for Essex County, New Jersey*.

3. Preparedness

The following general preparedness actions shall be taken in anticipation of the activation of ESF #3:

- € Assess pre-emergency needs and develop plans to stage resources for rapid deployment
- € Maintain ESF #3 resource lists as provided by primary and supporting agencies, and coordinated by the ESF #3 Coordinator
- € Maintain private contractor resource support database for ESF #3
- € Maintain relationships with New Jersey Office of Emergency Management (NJOEM) and neighboring jurisdiction ESF #3 primary agencies
- € Participate in drills and exercises to evaluate emergency response capabilities of ESF #3

4. Response

The following general response actions shall be taken for ESF #3 in the CNEOC:

- £ Receive a briefing from the IC regarding the present situation and the immediate need for action
- £ Establish an operation shift schedule consistent with the CNEOC as established by the CNEOC Manager for staffing ESF #3, if 24-hour operations are required due to the magnitude of the emergency. As required, ensure that an overlap of 15 minutes occurs between shifts so that staff can transfer all relevant information/processes.
- £ Receive and execute mission assignments from other ESFs and the Command Staff

In addition, specific response activities shall be undertaken for the following categories:

a. Deployment of ESF #3 personnel and equipment:

- £ Direction and control for the public works function shall emanate from the Sanitation garage, located at Miller Street
- £ Direction and control shall emanate from the CNEOC once it has been activated, and the City of Newark Department of Recreation, Cultural Affairs, and Senior Services Sanitation garage shall support the CNEOC
- £ The Manager, Division of Sanitation, or designee shall maintain a current recall duty roster and kept in:
 - £ The Manager's office
 - £ Division of Sanitation garage
 - £ CNEOC
- £ The Director or designee shall provide for supervisory staffing on a 24-hour basis
- £ There are four Managers and they would be assigned to 12-hour shifts in order to provide for two managers per shift during emergencies
- £ The Director of Public Works and the Manager, Division of Sanitation, shall alter their schedule to provide the proper coverage
- £ The City of Newark Public Works Group is advised of and dispatched to emergencies by the Communications Center
- £ Depending upon the type and nature of the emergency, public works functions shall be activated and receive their orders from the Director of the Department of Public Works or designee, the Director of the Department of Engineering, or the Director of the Department of Water and Sewer Supply or designee
- £ The Director shall determine what needs to be done in coordination with the CNEOC Executive Group
- £ The group alone shall establish procedural guidelines and standards. After guidelines have been established, the following shall ensue once the response team is on site:
 - £ Survey affected areas and formulate appropriate public works response relative to capabilities
 - £ Recommend to the CNEOC courses of action to safely and effectively control and terminate the emergency using public works resource

- £ Implement public works response in coordination with the CNEOC by dispatching personnel, equipment and supplies as requested
- £ Maintain contact with CNEOC and Director of Public Works and Director of Engineering
- £ Clear roads, perform emergency repairs on roads, bridges, water, and sewer systems, as necessary
- £ Call on private contractors and other assistance, as necessary
- £ Assist in search and rescue operations, as required
- £ Support traffic control operations, as requested
- £ Provide emergency and technical expertise, as requested

- £ The ESF #3 Coordinator or designee shall report to the CNEOC when activated during an emergency
- £ The procedures for reporting pertinent information to the CNEOC during emergencies is as follows:
 - £ All mobile units shall report all information to the CNEOC via two-way radios
 - £ All Public Works Group personnel shall utilize existing Communication standard operating procedures (SOPs). Additional information shall be reported to the CNEOC via the telephone and/or messenger

- £ During times of emergency, the following procedures for clearance of debris have been established:
 - £ The Directors of the Public Works Group Departments shall suspend all day-to-day functions and assign equipment and personnel to debris clearance operations
 - £ Existing verbal MAAs shall be used to supplement the City of Newark's Public Parks equipment and personnel
 - £ The ESF #3 Coordinator shall authorize, with the approval of the Business Administrator, the use of outside private contractors to augment the City's Public Works Group
 - £ The following equipment could be obtained from outside private contractors:
 - £ Dumpsters
 - £ Tandem dump trucks
 - £ Pumps
 - £ Cranes
 - £ Construction equipment

- £ The City of Newark Department of Water and Sewer Supply provides water service to all the residential, commercial, and industrial users in the City of Newark
- £ Municipal water supply reservoirs are located in Passaic and Morris counties
- £ During times of an emergency when water service is completely discontinued within the City of Newark, the City of Newark Emergency Management Coordinator (CNEMC) shall contact the Essex County Office of Emergency Management (ECOEM)
- £ The ECOEM shall provide the City of Newark Office of Emergency Management (CNOEM) & Homeland Security with water buffaloes for potable water through established NJOEM procedures

- £ The water buffaloes shall be delivered to the City of Newark Department of Public Works yard. They shall be distributed and secured throughout the City of Newark.
- £ Additional potable water could be obtained from private water companies
- £ The criteria and procedures used for determining the structural safety of public facilities are outlined in the International Building Code
- £ The City of Newark Construction Official, City of Newark Department of Public Safety, Division of Fire, City of Newark Department of Health and Community Wellness shall be the responsible agent for determining occupancy and structural worthiness of the facilities
- £ The responsibilities of the Division of Sanitation are:
 - £ The Manager of Sanitation or designee shall direct and control public works operations for the field staff (response team)
 - £ The Manager of Sanitation or designee shall be in constant communication with the CNEOC, the Director and field workers, providing advice to decision makers and updating field employees and response team
 - £ Perform procedure guidelines as instructed by the ESF #3 Coordinator in coordination with the CNEOC
 - £ Provide equipment, supplies and vehicles, as needed
 - £ Maintain debris and refuse disposal operations
 - £ Assist in search and rescue, as needed
 - £ Provide continued access to all city streets during snow and ice storms by salting, sanding, plowing, and removal, as needed
 - £ Maintain contract with CNEOC
- £ The Deputy CNEMC is responsible for preparing and maintaining a resource list that identifies source, location, and availability of earthmoving equipment, dump trucks, road graders, fuel, etc., for use in emergency response/recovery operations
- £ The Director, Department of Engineering, is responsible for coordinating the repair and restoration of essential services and vital facilities
- £ The Director of the Department of Water and Sewer Supply and the Director of the Department of Engineering are jointly responsible for the arrangement of the restoration of utilities to essential facilities
- £ The Director, Department of Public Works is responsible for maintaining sanitation services during an emergency

b. Damage Assessment

- £ The Public Works Group provides damage assessment teams and equipment for the removal of debris to allow access to affected areas
- £ The Public Works Group is responsible for the deployment of vehicles carrying diking materials such as sand, dirt, etc.
- £ The primary agency for damage assessment is the City of Newark Building Code Enforcement Office, City of Newark Department of Engineering, which is comprised of the following:
 - £ Construction official
 - £ Building sub-code
 - £ Plumbing sub-code
 - £ Electrical sub-code

€ The support agencies for damage assessment are as follows:

- € Department of Public Works
- € Department of Engineering
- € Division of Engineering and Contracts
- € Administration
- € Division of Traffic and Signals
- € Division of Sanitation
- € Division of Water/Sewer Utility
- € Division of Demolition
- € City of Newark, Department of Public Safety, Division of Fire
- € Fire Sub-Code
- € Department of Health and Community Wellness
- € Division of Community Health
- € Division of Environmental Health
- € CNOEM
- € City of Newark, Department of Public Safety, Division of Police
- € Department of Administration
- € Division of Central Purchasing
- € American Red Cross (ARC)
- € The University Hospital

€ The following agencies are available to conduct public sector damage assessments in the City of Newark:

- € New Jersey Department of Transportation (NJDOT) shall survey state owned roadways
- € Essex County Highways shall survey county owned roadways and bridges
- € City of Newark Division of Water/Sewer Utility shall survey damage to their water transmission lines
- € Passaic Valley Water Commission and Joint Meeting of Essex and Union shall survey of any damage to their water and sewer transmission lines respectively

€ The following City of Newark personnel shall provide inspections and damage assessment of public sector damage:

- € The Building Code Official shall enforce the International Building Code which deals with the construction, alteration, and demolition of structures
- € The Director of the Department of Engineering shall oversee construction procedures for all public sector properties, (i.e., roads, bridges, and buildings)
- € The Director of the Department of Engineering shall provide a cost estimate of damage to the Business Administrator and Deputy CNEMC
- € The Director of the Department of Engineering shall provide inspections and cost estimating of damage to city owned properties
- € The Tax Assessor shall estimate and assign a dollar value to public and private sector properties
- € The Business Administrator shall supply cost of municipal personnel time and labor costs

- € The Building Sub-Code Officials shall conduct structural evaluations and damage assessment
- € The Electrical Sub-Code Official shall conduct electrical evaluations and damage assessment
- € The Plumbing Sub-Code Official shall conduct inspections of water and sewer systems and to perform damage assessment
- € The Fire Sub-Code Officials shall evaluate fire protection systems and perform damage assessment
- € The municipal insurance agent(s) shall estimate, calculate, and assign dollar values to damages
- € The public utilities shall provide qualified personnel to assess damage to gas, electric, and water utilities
- € The law enforcement officer(s) or Fire Division officers shall provide video and photo documentation of damage
- € The following persons are available to conduct private sector damage assessment:
 - € The Construction Code Official shall enforce the New Jersey Uniform Construction Code which encompasses all applicable Building Codes, and shall coordinate the Damage Assessment Teams (DAT)
 - € The Director of the Department of Engineering shall oversee construction procedures for private sector properties
 - € The Tax Assessor shall estimate and assign dollar values to the private sector property
 - € Municipal Sub-Code Officials shall be available to enforce and make inspections for all aspects of the Construction Code such as:
 - € Plumbing (Department of Engineering)
 - € Fire (Fire Division)
 - € Electrical (Department of Engineering)
 - € Building (Department of Engineering)
- € Salvation Army (SA) Disaster Specialists shall assist with damage assessment cost estimates
- € ARC Disaster Specialist shall assist with damage assessment evaluations
- € The Law Enforcement and Fire Division shall provide video and photo documentation of damage
- € Private insurance agents shall assess and calculate damage to the private sector's property
- € Federal, state, and county OEM agencies shall assist with damage assessment activities during different levels of a declared emergency
- € During periods of heightened risks, the following damage assessment actions shall take place:
 - € The Director of the Department of Engineering and support personnel shall be notified of the impending situation (i.e., flooding)
 - € If conditions escalate, engineering and support personnel shall be recalled to standby for possible activation

- £ When the emergency appears imminent, the Director of the Department of Engineering shall be advised to respond to the CNEOC and to assemble equipment and support personnel
- £ The Director of the Department of Engineering shall then deploy equipment and personnel as needed
- £ Direction and control shall initially emanate from the City of Newark Department of Engineering until such time as the CNEOC or Disaster Assistance Center are opened
- £ Direction and control shall emanate from the CNEOC when activated and shall then be supported by the City of Newark Fire Communications Center
- £ Direction and control shall emanate from a Damage Assessment Center (DAC) when activated, and then be supported by the CNEOC and City of Newark Fire Communications Center
- £ The Deputy Coordinator of the CNOEM shall be responsible for maintaining current recall rosters for the CNOEM
- £ The recall roster shall be kept in the office of the Department of Engineering located in City Hall at 920 Broad Street
- £ The Deputy CNEMC shall provide supervisory staffing for municipal employees during daylight hours and during the hours that the CNEOC and CNOEM are in operation
- £ Other government agencies such as Federal Emergency Management Agency (FEMA), NJOEM, New Jersey Department of Environmental Protection and Energy, NJDOT, ECOEM, etc., shall provide for their own supervisory staffing depending on the nature and severity of the emergency
- £ Private sector agencies, i.e., realtors, insurance agents, contractors, etc., shall provide for their own supervisory staffing depending on the nature and severity of the emergency
- £ Volunteer agencies, i.e., ARC, SA, etc., shall also provide for their own supervisory staffing
- £ The Director of the Department of Engineering shall be responsible for briefing all damage assessment teams commanders and ESF coordinators on the procedures for record keeping of expenditures
- £ The municipal guidelines for expenditures shall be utilized for damage assessment activities. This shall include the utilization of the existing:
 - £ Voucher system
 - £ Purchase orders
 - £ Emergency Voucher System
- £ All DAT members shall be required to submit all records of expenditures to the Director of the Department of Engineering who shall forward them through channels to the Business Administrator
- £ The DAT is notified by the Deputy CNEMC of an emergency involving public or private sector damage assessment
- £ The DAT interacts with the following emergency groups during an emergency:
 - £ Deputy CNEMC
 - £ Police Division
 - £ Fire Division

- £ University of Medicine and Dentistry of New Jersey and Emergency Medical Service
- £ Department of Health and Community Wellness
- £ Department of Engineering

- £ The Director of the Department of Engineering or designee shall report to the CNEOC during an emergency
- £ The DAT shall report appropriate information to the CNEOC during an emergency utilizing the municipal radio systems and two-way radio
- £ Other agencies can use direct telephone lines and/or messengers to report information to the CNEOC. Telephone numbers shall be established so that direct telephone communications can be utilized
- £ ARC and SA have the capability of utilizing their own communications systems
- £ DATs shall be mobilized through the activation of the recall rosters
- £ DATs shall be briefed on how to fill out preliminary Damage Assessment Forms
- £ DATs shall conduct primary damage assessment and then secondary damage assessment
- £ Primary assessment - City of Newark properties, buildings, roadways, and critical utilities
- £ Secondary assessment - Private businesses and residences in the City of Newark
- £ The DATs shall work only in daylight hours and shall fill out Damage Field Forms
- £ Windshield Survey Forms are to be completed and returned to the ECOEM within 24 hours
- £ The Disaster Assessment Center shall be directed to open by the Director, Department of Engineering and/or Deputy CNEMC
- £ Completed Damage Assessment Forms shall be forwarded to ECOEM within five days by the Director of the Department of Engineering and/or Deputy CNEMC
- £ The location of the primary DAC is the office of the Director of the Department of Engineering
- £ The hours of the DAC shall normally be from 8:30 am to 4:30 pm
- £ The DAC shall be staffed by damage assessment personnel, other municipal employees, and/or volunteers
- £ The staff at the DAC shall assist City of Newark residents in the following manner:
 - £ Assisting with forms on damage assessment
 - £ Inquiring about home owner`s insurance, coverage and deductibles
 - £ Obtaining call back telephone numbers of victims and relocation addresses
- £ Notice in local newspapers and Cable Television as to locations of the DAC and operational hours
- £ The Director of the Department of Engineering shall assign a photographer to provide photo documentation to the DAT for primary damage assessment (public) and secondary damage assessment (private)
- £ Photographers shall be drawn from the following departments:
 - £ City of Newark Office of the Mayor
 - £ City of Newark Department of Public Safety, Fire Division
 - £ City of Newark Department of Public Safety, Police Division
 - £ City of Newark Department of Engineering
 - £ City of Newark Department of Public Works

5. Recovery

For recovery operations, the organizational structure and method of coordination of this ESF shall remain the same as that used in emergency response operations. As the emergency response transitions into recovery, ESF #3 shall support mission assignments of ESF #14.

D. Communications

ESF #3 communications protocols and procedures shall be consistent with general emergency response communications protocols and procedures, managed by the Logistics Section in the CNEOC, the primary and supporting agencies of ESF #2, and as outlined in the EOP Base Plan, Section VI, Communications. This includes but is not limited to coordination in the development of ICS 205 forms.

The following specific communication protocols and procedures shall also be undertaken by the primary and support agencies for ESF #3 in the event of an emergency:

The primary dispatch center is capable of communicating with all city departments. Mobile two way communication capabilities exist with:

- £ Dump trucks
- £ Pick-up trucks
- £ Utility trucks
- £ Automobiles

Portable two-way radio communication capabilities exist with the following:

- £ Director
- £ Managers
- £ Administration

Members of the DAT shall have access to vehicles that are equipped with two-way radios. The Manager of the Division of Sanitation and the respective foremen have assigned walkie-talkies. The ESF #3 Coordinator and Business Administrator shall have telephonic pagers.

The CNOEM has the capability of communicating with the following departments and/or agencies:

- £ Department of Public Works
- £ Department of Engineering
- £ Division of Traffic and Signals
- £ Division of Sanitation
- £ Division of Water/Sewer Utility
- £ Division of Engineering Contracts Administration
- £ Division of Demolition – Department of Engineering
- £ Construction Code Enforcement Office
- £ Department of Public Safety, Fire Division
- £ Fire Prevention Bureau
- £ Department of Public Safety, Police Division

E. Demobilization

In anticipation for demobilization of ESF #3 and the CNEOC, the City of Newark Department of Engineering shall take the following actions:

- € Review all documentation of ESF #3 operations, expenditures, and personnel time to ensure completeness and accuracy
- € Track all ESF #3 mission assignments and ensure their completion
- € Prepare information, as necessary, to be used in recovery operations if the continued need for ESF #3 in recovery is anticipated
- € Inform the appropriate personnel of the primary and support agencies, as well as private vendor support, of the impending demobilization of ESF #3
- € Transmit all documentation to the IC or ESF #5 through the CNEOC Manager and request approval to demobilize
- € Demobilize ESF #3, with notification to all necessary organizations and individuals

V. Organization and Assignment of Responsibilities

A. Organization

The organizational chart shown in the EOP Base Plan, BPA-5, NIMS/ICS EOC ESF Structure illustrates the position of ESF #3 in the City of Newark emergency response ICS organization.

The CNEOC is organized and staffed to respond to any type or size of emergency. The CNEOC organization is made up of two distinct groups, the Executive and Operations groups. The responsibilities of each group are well defined and coordination between the groups is provided by the Deputy CNEMC.

Executive Group:

The Executive Group consists of the Mayor, key staff members from the Mayor's Office, City Councilmen and the directors of all city departments and agencies who have responsibilities in emergency response. The Executive Group has the responsibility for making policy decision for emergency response, declaring a "State of Emergency," and for ordering evacuations.

Operations Group (Emergency Management Council):

The Operations Group is made up of high level staff members from each city department or agency having responsibilities in emergency response. These are the individuals whose day-to-day activities include the supervision of the field operations of agency/department personnel. The Operations Group is coordinated by the Deputy CNEMC and responds according to established procedures which are developed to encompass all emergency situations from small easily contained emergencies to full scale emergencies requiring large areas to be evacuated.

The development of plans, appropriate annexes, and detailed procedures which ensure a consistent, coordinated and workable emergency response capability is the responsibility of the Operations Group, coordinated by the Deputy CNEMC.

Deputy CNEMC, CNOEM:

The Deputy CNEMC has the responsibility for the overall coordination of the development of plans, annexes, and procedures for emergency response and for coordinating the implementation in an emergency.

The following components/divisions of the Public Works Group exist within the City of Newark:

- £ Department of Engineering
- £ Department of Public Works
- £ Department of Water and Sewer Utilities

B. Assignment of Responsibilities

This section designates the primary and support agencies for implementation of ESF #3.

1. ESF #3 Coordinator

The Director, City of Newark Department of Engineering is designated as the ESF #3 Coordinator. The ESF #3 Coordinator responsibilities are as follows:

- € Overall coordination of the development of plans, annexes, and procedures for emergency response consistent with ESF #3 and for coordinating implementation in an emergency
- € Maintain all ESF attachments, to include checklists and contact lists
- € Working with ESF #5 Coordinator, ensure timely updates and maintenance of ESF #3 related resources in the RDDB

2. Primary Agency

The City of Newark Department of Engineering is the primary agency for this ESF. Of available City of Newark agencies, the City of Newark Department of Engineering has the trained technical personnel, resources, facilities, and systems most appropriate for implementing this ESF. The City of Newark Department of Engineering is specifically designated as the primary agency because of its normal day-to-day responsibilities, facilities, and equipment that support or facilitate the execution of providing damage assessments, control of critical infrastructure, and ensure the safety of building structures. The City of Newark Department of Engineering responsibilities are as follows:

- { Support development of plans, annexes, and procedures for emergency response consistent with ESF #3 and implementation of ESF #3 in an emergency
- { Support process for updating and maintaining ESF #3 related resources in the RDDB
- { Develop a public works resource list
- { Identify local contractors who can provide backup support
- { Participate in the development and execution of emergency preparedness exercises
- { Provide engineering services and advice
- { Repair roads maintained by the City of Newark

3. Support Agencies

- a. CNOEM is designated as a support agency for this ESF because of its interaction and coordinating responsibilities with all the City of Newark ESFs.
- b. City of Newark Department of Recreation, Cultural Affairs, and Senior Services
- c. City of Newark Department of Water & Sewer Utilities.

In addition to any specific responsibilities listed above, all Support Agencies are responsible to provide ESF #3 RDDB information. In addition, responsibilities of the Support Agencies shall be designated by the ESF #3 Coordinator depending on the nature and conditions related to specific emergencies.

C. Emergency Support Function Continuity

There is a need for a line of succession for ESF #3 Coordinator and the three departments that constitute the Public Works Group in order to ensure continuous leadership, authority, and responsibility. The CNEMC and the personnel working within this function shall be kept informed of the following line of succession:

ESF #3 Coordinator / Department of Engineering

- £ Director, of Engineering
- £ Manager, Division of Traffic & Signals

Department of Recreation, Cultural Affairs, and Senior

Services

- £ Director of Recreation, Cultural Affairs, and Senior Services
- £ Manager, Division of Sanitation

Department of Water & Sewer

Utilities

- £ Director of Water & Sewer Utilities

When activated, ESF #3 operates from the City of Newark EOC, located at 480 Clinton Avenue, Newark NJ. Alternate locations are as designated in the City of Newark Base Plan Section IV: Direction, Control, and Coordination.

VI. Information Collection and Dissemination

Information collection and dissemination protocols and procedures shall be consistent with general emergency response information collection and dissemination protocols and procedures, managed by the Planning Section within the CNEOC, primary supporting agencies of ESF #3, and outlined in the EOP Base Plan, Section V, Information Collection and Dissemination.

Essential records and logs shall be protected and preserved in accordance with standing departmental orders. Records and logs pertaining to ESF #3 shall be forwarded to the CNEMC to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VII. Administration, Finance, Logistics

Primary and supporting agencies are responsible for ensuring they have access to the resources necessary to fulfill their responsibilities as described in this ESF. Primary and supporting agencies are expected to provide their own logistical support during response operations and provide reporting to the Logistics and Finance/Administration Sections through the ESF #3 Coordinator. Additional support shall be obtained through requests to the CNEOC Manager by the ESF #3 Coordinator.

In the event that ESF #3 resources are overwhelmed, the ESF #3 Coordinator shall contact the CNEOC Manager who shall request assistance through ESF #5. ESF #5 shall coordinate assistance from Essex County, NJOEM, or other agencies via MOU and MOA and notify the IC. Where appropriate, the requests shall be made using Pre-Scripted Mission Requests (PSMRs) located in ESF #5 Appendix 5.10.

All agencies are expected to finance operations and expenditures from their existing budgets. All response agencies shall accurately track and document all expenditures associated with response operations and provide this information to the ESF #3 Coordinator who shall transmit this information to the CNEOC Manager. The CNEOC Manager shall then transmit all documentation to the Time Unit in the Finance/Administration Section for the emergency. Financial assistance should be available through Federal Public Assistance and other programs.

VIII. Authorities and References

A. Laws, Ordinances, Regulations, Resolutions, and Directives

1. Federal
 - a. As cited in the Base Plan
2. State
 - a. As cited in the Base Plan
 - b. Title 40A: Municipalities and Counties P.L. 93-288 As Amended, Disaster Relief Act of 1974
 - c. New Jersey Department of Transportation - Standard Specifications for Road and Bridge Construction International Building Code
3. County
 - a. As cited in the Base Plan
4. Municipal
 - a. As cited in the Base Plan
 - b. The Department of Engineering was created by Ordinance 6S&FM dated March 7, 1973 to provide professional engineering and related technical services to all departments
 - c. Ordinance 6S&FQ was adopted on August 3, 1994 reorganizing the Department of Engineering into four divisions:
 - £ Division of Engineering & Contract Administration
 - £ Division of Motors
 - £ Division of Traffic and Signals
 - £ Division of Public Buildings
 - d. Ordinance 6S &FR was adapted on August 3, 1994 establishing a Department of Recreation, Cultural Affairs, and Senior Services to consist of four divisions:
 - £ Inspection and Enforcement
 - £ Demolition and Recycling
 - £ Sanitation
 - £ Parks and Grounds
 - £ Recreation and Cultural Affairs
 - e. Ordinance 6S&FS was adapted on August 3, 1994 establishing the Department of Water and Sewer Supply to consist of the following divisions:
 - £ Billing and Customer Service
 - £ Sewers and Water Supply

Together, these three departments perform the public works functions of the City of Newark

f. The following are emergency municipal ordinances of the City of Newark:

- £ Parking Prohibited 23:63
- £ Water Regulations 25:1
- £ Closing of Streets 23:4 A-2

B References, Guidance Material, and Other Documents

1. Federal
 - a. As cited in the Base Plan
 - b. Federal Disaster Assistance Program Handbook, DR & R-1, "Handbook for Applicants," Federal Emergency Management Agency, July 1981, Washington D.C.
 - c. Federal Disaster Assistance program Handbook, DR & R-2, "Eligibility Handbook," Federal Emergency Management Agency, July 1981, Washington D.C.
 - d. Federal Disaster Assistance Program Handbook, DR & R-7, "Documenting Disaster Damage," Federal Emergency Management Agency, August 1981, Washington D.C.
2. State
 - a. As cited in the Base Plan
 - b. New Jersey Office of Emergency Management Public Works Annex Checklist
 - c. New Jersey Department of Transportation - Route Description for Federal Aid for Primary and Secondary Urban Systems, March 1985,
 - d. New Jersey State Police - Disaster Operations Field Manual, July 1989
 - e. New Jersey Office of Emergency Management - Directive #84
 - f. New Jersey Statutes Annotated - A: 9-1 through A: 9-63
 - g. New Jersey Statutes Annotated - A: 10-10
 - h. New Jersey Executive Order - Number 12, dated December 3, 1970
3. County
 - a. As cited in the Base Plan
4. Municipal
 - a. As cited in the Base Plan

IX. Attachments

A. Appendices

- Appendix 3.1: Resource Directory Database (RDDB)
- Appendix 3.2: Mutual Aid Agreements
- Appendix 3.3: Recall/Duty Roster
- Appendix 3.4: Pre-Designated Locations, Meeting Points, and Points of Distribution
- Appendix 3.5: Public Works SOPs
- Appendix 3.6: Equipment/Resource List
- Appendix 3.7: Private Contractors List
- Appendix 3.8: List of Potential Disaster Assessment Centers

Appendix 3.1: Resource Directory Database (RDDB)

Current City of Newark entries for the RDDB are available at:

City of Newark
Office of Emergency Management and Homeland Security Division
480 Clinton Avenue
Newark, New Jersey 07108

Appendix 3.2: Mutual Aid Agreements

Mutual Aid Agreements for Public Works and Engineering are as follows:

- £ City of Elizabeth - Verbal
- £ Town of Belleville - Verbal
- £ City of East Orange - Verbal

Appendix 3.3: Recall/Duty Roster

The Emergency Support Function #3 Coordinator maintains contact information for all Support Agencies, State Support, Private Support, and Volunteer Support. The current ESF #3 Recall/Duty Roster is available at:

City of Newark Department of Recreation, Cultural Affairs, and Senior
Services
920 Broad Street, Room 216
Newark, New Jersey 07102
Phone: (973) 733-5373

Appendix 3.4: Pre-Designated Locations, Meeting Points, and Points of Distribution

The Emergency Support Function #3 Coordinator maintains information for all pre-designated locations, meeting points, and points of distribution. The current ESF #3 information regarding Pre-Designated Locations, Meeting Points, and Points of Distribution is available at:

City of Newark Department of Recreation, Cultural Affairs, and Senior
Services
920 Broad Street, Room 216
Newark, New Jersey 07102
Phone: (973) 733-5373

Appendix 3.5: Public Works SOPs

The City of Newark Emergency Operating Center (CNEOC), of which the Director of Engineering is a part, will collectively make decisions and provide procedural guidelines during any emergency.

The Director of Engineering provides said guidelines to the manager(s) of the division(s) effected. The manager(s) will then implement procedures.

The field workers will provide information back to the division manager(s) who will then update the Director of Engineering. The Director will provide CNEOC with status reports.

- £ Assemble a Damage Assessment Team and field force from the various departments. This is done by the Director of Engineering or his designee.
- £ Update the group on incident-specific tasks
- £ Give each person/group specific tasks
- £ Provide field force with appropriate forms, equipment, etc.
- £ Retrieve data from field force
- £ If hazardous materials radiation or similar type items are involved, evaluate employee exposure, see ESF #10, Hazardous Materials for procedural documentation
- £ Provide the assessment team (subgroups) with data
- £ Said team will evaluate data and make an initial report to the Director of Engineering and CNEOC
- £ Said team will re-examine all data and file a preliminary report to the Director of Engineering, CNEOC and Municipal Council
- £ After a comment period specified by the Director, the team will make its final damage assessment report which will include a resource recovery and remediation plan

Appendix 3.6: Equipment/Resource List

The Emergency Support Function #3 Coordinator maintains the Equipment/Resource List for ESF #3. The current ESF #3 information regarding Public Works and Engineering Resources is available at:

City of Newark Department of Recreation, Cultural Affairs, and Senior
Services
920 Broad Street, Room 216
Newark, New Jersey 07102
Phone: (973) 733-5373

Appendix 3.7: Private Contractors List

The Emergency Support Function #3 Coordinator maintains the Private Contractors List for ESF #3. The current ESF #3 information regarding Private Contractors is available at:

City of Newark
Department of Public Works
920 Broad Street, Room 216
Newark, New Jersey 07102
Phone: (973) 733-5373

Appendix 3.8: List of Potential Disaster Assessment Centers

Potential Damage Assessment Centers (DACs), to assist residents and businesses during the incident and post-incident period, will be established in public buildings, schools, houses of worship, and other generally accessible buildings in the area of the incident.

Following is a listing of potential major DACs. All area code 973.

Barringer High	90 Parker Street	268-5125
Malcom X. Shabazz	80 Johnson Avenue	733-6760
Central High	246 18 th Avenue	733-6897
East Side High	238 Van Buren Street	465-4900
Weequahic High	279 Chancellor Avenue	705-3900
West Side High	403 South Orange Avenue	733-6971

